
Sandrine Venet

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Recruitment specialist

PROFESSIONAL EXPERIENCE

■ Consulting

Since 2009



External Consultant

Clientele: Local companies and individual clients in Cannes and Sophia Antipolis

- **Coaching:** student of Skema Business school coaching, providing guidance and help in finding internships. www.skema.edu
- **Training:** Sales, clients management, real estate management, team management, review management, conflict management, web tools: more details on www.formation.plan.fr
- **Websites:** Websites development with specific interfaces and plug-in for real estate agencies, design and development: www.venet.pro
- **Client Development:** International Clientele management, advertising, phoning, creation of marketing documentation, counselling.

■ Human Resources

09/07 - 03/09

Research Consultant, UNITE Executive Search Monaco (1 year 5 months)



- **Market studies:** Identification of key players, proactive research of target companies, identification of tier1 suppliers (GPS, Networking, Storage, Software Security, Automotive). Weekly report in market movement that might impact our client and research. Organisational chart production of client and target companies.
- **Candidates Management:** Creation of Job Description. Candidate search, headhunting and first contact: opportunity selling, primary qualification, Candidates identification and selection. Phone and face-to-face interviews. Offer to candidates, contract signature, and candidate rejection. Network Management and development, talent pool management.
- **Team:** Internal communication. Proactive participation and definition of internal tools and internal processes. Team building and teamwork, multi teams projects. Training tools and on-the-job training.
- **Clients Management:** MIO tech (Taiwan), NAVTEQ (Nokia), Juniper Networks, Netgear ... Client documentation production. Pre-selection of candidates and presentation to client, joint interviews. Organisation of external communication for some of our clients. Creation of new communication channels. Client information centralization.

In 2006



Research Consultant, Manpower Cannes France (Internship 8 months)

- **HR Function:** Temporary worker recruitment, selection of temporary workers, administrative management, calling, and client database updating, candidate interview, temporary employment contract, employment contracts. Training management.
- **Client Management:** Client relation management. Services. Tariff bargaining. Proposals before client interview and contracts.
- **Compensation and Salaries:** Salary preparation, basic accounting work. Salary disputation, about work duration or accounting or fiscal problems.
- **Health and Safety:** On-the-job accident management, according to French Laws

■ Biology

2004 - 2005

Laboratory Engineer, Laboratoire de Neurobiologie Comportementale, NICE University.

Summer 2004

Laboratory Engineer, Behavioural Neurobiology Laboratory Boston University.

EDUCATIONAL BACKGROUND

2005 - 2007 **SKEMA Business School, Nice - Sophia Antipolis.**
(Merge between CERAM business school and ESC Lille)
Master in Management in strategy
Major in **Human Resources Management.**



2006 - 2007 **John Molson School of Business, Concordia University - Montréal.**
Exchange Student in Human resources Management
CERAM Sophia Antipolis diploma.



2002 - 2005 **Bachelor of Science, Nice Sophia Antipolis University.**
Major in Neurobiology and Pharmacology.



2002 - 2004 Bachelor of Science, Nice Sophia Antipolis University.
Major in Biology, Minor in Russian.

COMMUNICATION TOOLS

▪ Languages



English - Fluent, English used as studying and working language. TOEIC 855 TOEFL 623



French - Mother tongue



Spanish - Good written and spoken level, 5 years of study.



Russian - Adequate, 2 years of study.



Italian - Beginner

▪ Software Word, Excel, Works, Power Point, Money, Ciel, Gimp ...

▪ Internet Web pages and website design, Nvu, Mozilla, PHP, CSS + XHTML language, Skype...

EXTRACURRICULAR ACTIVITIES

▪ Interest Ski, Aikido, yoga, drawing, travelling.
Clean driving license, first aid certificate.
Still very active in Skema: Jury for graduation validation and selection
Scouting, website management of the Nice Centre group <http://nicencentre.sgdf06.fr>